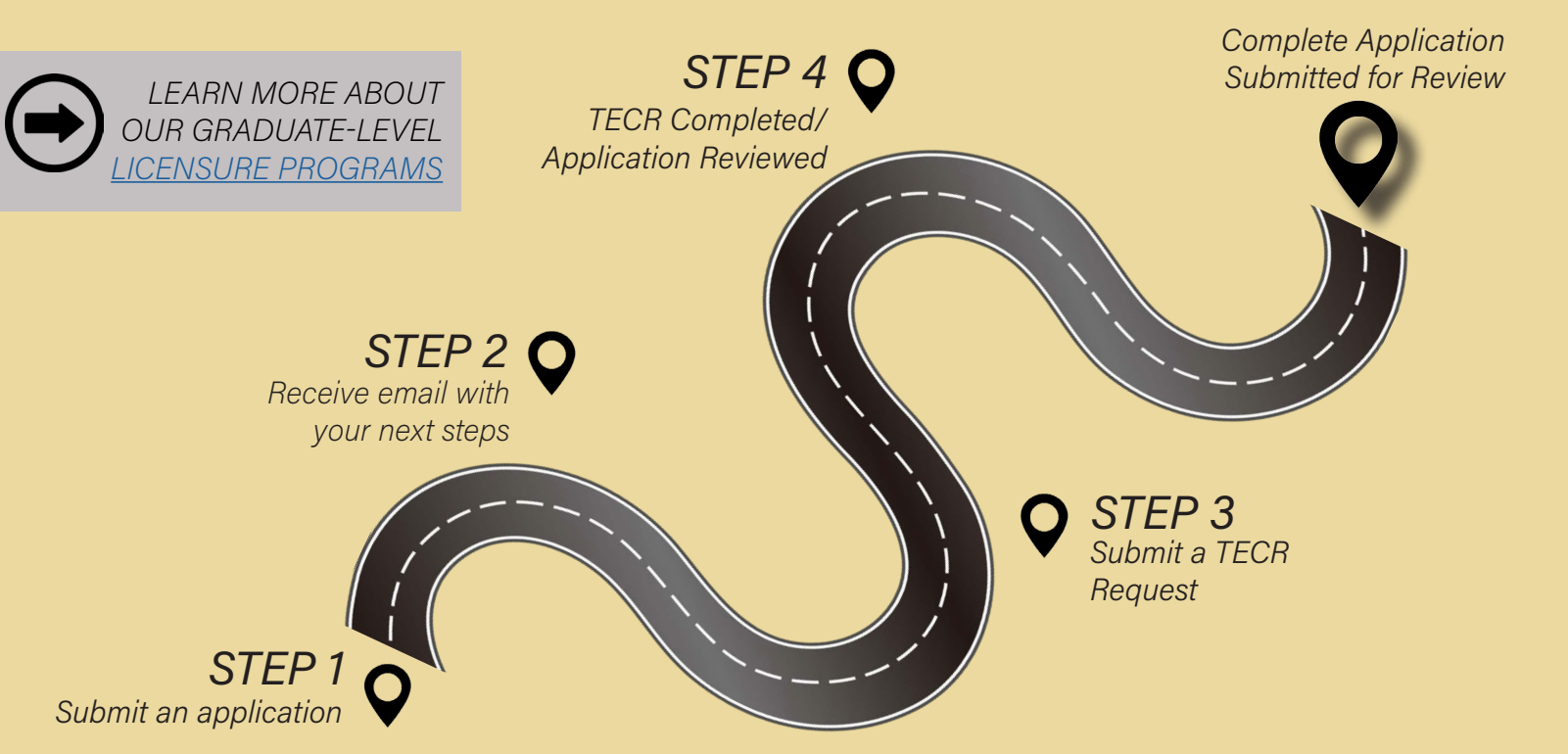


LEARN MORE ABOUT  
OUR GRADUATE-LEVEL  
[LICENSURE PROGRAMS](#)



**STEP 1:  
SUBMIT AN APPLICATION**

**Create an account** and submit your graduate application.

This application is required to be considered for admission to all graduate licensure programs (degree-seeking and non-degree seeking).

Submit your application (even if not all required supporting documents are uploaded) to allow our office to begin processing your application. We will work with you to ensure that your application is complete before forwarding it to faculty and the Graduate School for review.

**STEP 2:  
RECEIVE EMAIL WITH YOUR NEXT STEPS**

Once your application is submitted (and fees paid for degree-seeking applicants), then our office will send you an email with the list of required materials for your application (additional materials should be emailed to [edgrad@purdue.edu](mailto:edgrad@purdue.edu)).

Applicants are encouraged to regularly log into their application to review the checklist of required supporting documents to ensure all items have been uploaded. Applicants should also follow up with recommenders to ensure that recommendations are submitted.

**STEP 3:  
SUBMIT A TECR REQUEST**

**Create a TECR account**, fill out a TECR application, and submit payment for the TECR request.

\*Supplemental materials (such as official transcripts, verification of experience letters, etc.) may be required based on the program of interest. The TECR application will provide instructions for how to upload or submit any required materials to [licensure@purdue.edu](mailto:licensure@purdue.edu).

**STEP 4:  
TECR COMPLETED AND APPLICATION REVIEWED**

Once the TECR is completed, you will receive a letter by email from the Office of Teacher Education and Licensure. The TECR letter outlines any additional requirements for program admission (such as content area tests) as well as all requirements that must be met to be considered for licensure upon program completion. Applicants are encouraged to keep track of this important document (which acts as a plan of study) for the duration of their program.

The TECR letter is automatically uploaded with your application, and the Office of Graduate Studies conducts one final application review.

**What is a TECR?**  
A Transcript Evaluation and Credential Review (TECR) is conducted by the Office of Teacher Education and Licensure to verify eligibility for Indiana licensure. A completed TECR letter is required for admission consideration for all programs that lead to licensure.

**COMPLETE APPLICATION SUBMITTED FOR REVIEW**

Your application is reviewed, and if all required materials are received, then it is forwarded to faculty and the Graduate School to review. You will receive an email from our office once your application is forwarded on to be reviewed.

**TRANSCRIPT REQUIREMENTS**  
(BY OFFICE)

**What is an official transcript?**  
An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution and is sent directly from the issuing institution to the Purdue Graduate School.

If your transcripts are from an **international** institution, different requirements from the Indiana Department of Education may apply from those listed below. Please contact [edgrad@purdue.edu](mailto:edgrad@purdue.edu) for more information.

**For your TECR**

**Official transcripts sent directly from the issuing institution** to Purdue are required for the TECR per the Indiana Dept. of Education.

If you request official transcripts be sent to the [Purdue Graduate School](#), those transcripts can be accessed by the licensing advisors for your TECR.

If a TECR deadline is less than 7 business days away, official transcripts may be ordered and sent from the issuing institution to [licensure@purdue.edu](mailto:licensure@purdue.edu) (\*Sending transcripts to [licensure@purdue.edu](mailto:licensure@purdue.edu) only meets the TECR requirement, not the Graduate School requirement for continued enrollment.)

**For the Purdue Graduate School**

**Official transcripts should be sent to the Purdue Graduate School or [gradadm@purdue.edu](mailto:gradadm@purdue.edu).** If possible, select attn: "Grad School."

\*Official transcripts cannot be matched to your application unless all institution names are listed in the Education Background section of the application. It is recommended that you order official transcripts **after** this section of the application is complete. **If you do not see official transcripts marked received in your graduate application checklist within 5 days of application submission, please contact [edgrad@purdue.edu](mailto:edgrad@purdue.edu).**

If you are admitted, submitting official transcripts to the [Graduate School](#) is a requirement for continued enrollment that must be met before you can register for your third session.

Graduate Application Questions? Contact [edgrad@purdue.edu](mailto:edgrad@purdue.edu)  
TECR or Licensure Questions? Contact [licensure@purdue.edu](mailto:licensure@purdue.edu)